

From: [Vigil, Trina F](#)
To: [Small, Stephen M](#); [Naylon, Annette J](#)
Subject: RE: Grizzly Bear Memo for the Director
Date: Tuesday, March 9, 2021 7:09:25 AM
Attachments: [4. 20210302 Info Memo Grizzly 5 YSR v.4.docx](#)

Steve,

Cheryl requested this from us yesterday, and I sent her the Word version at 12:12 pm. I think it is a little confusing. The one I sent them was the Information Memo to the Director. I attached a copy. I wanted to check was Matt wanting something different? The one you have attached is to Noreen. It is a little confusing because there are two different Information memos named the same but the To: is different one is going to Noreen, and the other is going to the Director. I have attached the one I sent back to the RD's office. Please let us know if we sent the wrong memo.

Thanks,
Trina

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Headquarters SharePoint site with Briefing Paper Templates for the Service Director, Secretary of the Interior, and Federal Register: [HQ Briefing Paper Templates](#)

From: Small, Stephen M <stephen_small@fws.gov>
Sent: Monday, March 8, 2021 4:02 PM
To: Vigil, Trina F <trina_vigil@fws.gov>; Naylon, Annette J <annette_naylon@fws.gov>
Subject: Grizzly Bear Memo for the Director

Trina & Jill,

Please see the message I received from Matt Hogan (pasted below) re. the grizzly bear memo for the Director. Sounds like he needs to make some edits and needs a word version. I have attached my word version that I converted to pdf for my signature. Hope this helps. Let me know if more is needed.

"The GB Status Review BP needs some edits but it came in PDF vs word so Cheryl sent it back to get the word version. Hopefully you can expedite getting it back to us. Thx."

Cheers,
Steve

Steve Small
Assistant Regional Director - Ecological Services
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